

1.40/2:

396/991 States Department of State

# A Guide to Doing Business With the Department of State

April 1991



Department of State Publication 9335  
Bureau of Administration  
Office of Small and Disadvantaged Business Utilization

*Revised April 1991*

---

For sale by the Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402



## INTRODUCTION

*A Guide to Doing Business With the Department of State* is designed to familiarize small, minority, and female-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority, and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (A/SDBU), located in Arlington, Virginia, in State Annex 6, 1701 North Fort Myer Drive, Room 633. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507, Public Law 100-656, and Executive Order 12138.

The *Guide* is divided into five sections. Section A (1) summarizes the Department's procurement program, (2) describes the Department's acquisition under the Diplomatic Security Act, and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts. Section B contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, (2) a Vendor Survey Form which is used by the Department as a bidder's mailing list application, and (3) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU). Section C lists subcontracting opportunities available through the Department's larger prime contractors. Section D lists contacts for trade and investment-related issues. Section E lists other Department of State publications that may be of interest to the reader.



Digitized by the Internet Archive  
in 2016 with funding from  
University of Florida, George A. Smathers Libraries

<https://archive.org/details/guidetodoingbusi1991wash>

## Table of Contents

|   |      |
|---|------|
| Procurement Program Profile   | A-1  |
| Acquisition Under the Omnibus Diplomatic Security and<br>Antiterrorism Act of 1986    | A-3  |
| User Office Contacts  | A-5  |
| State Department Foreign Service Posts That Operate<br>Overseas Employee Associations | A-13 |
| Memo to Small, Disadvantaged, and Female Business Owners                              | B-1  |
| Vendor Survey Form  | B-3  |
| Eight-A Corporate Profile   | B-4  |
| Federal Offices of Small and Disadvantaged<br>Business Utilization                    | B-5  |
| Subcontracting Opportunities  | C-1  |
| Some Contacts for Trade and Investment-Related Issues                                 | D-1  |
| Other Department of State Subscriptions   | E-1  |



## **Section A**

- **Procurement Program Profile**
- **Acquisition under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **User-Office Contacts**



## Procurement Program Profile

The mission of the Department of State is the making and conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

The Office of Acquisitions is the Department's principal procuring activity. It provides the full range of acquisition services in support of domestic and worldwide operations, i.e., research and development, supplies, equipment, and services.

Major procurements include the Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

### *Research and Development*

Research and development is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications.

### *Supplies and Equipment*

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

### *Services*

- (a) Continuing requirements for maintenance services for communication equipment.
- (b) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (c) General labor services, i.e., moving, messenger, clerical.
- (d) Management studies and surveys relating to mission activities.
- (e) Facilities maintenance services.

All of the procurement activities described above are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. The mailing address is:

U.S. Department of State  
Office of Acquisition (OPR/ACQ)  
P. O. Box 9115, Rosslyn Station  
Arlington, Virginia 22209

Other specialized procuring activities are described below:

1. *Foreign Buildings Office*
  - (a) Substantial architectural and engineering contract requirements exist related to the construction and rehabilitation of diplomatic buildings and installations in foreign countries.
  - (b) Numerous supply contracts, chiefly for hardware and fixtures to be furnished to construction contractors on foreign sites as government-furnished equipment, are suitable for small business participation.
2. *Foreign Service Institute*
  - (a) The major focus of this procurement is upon individual guest lecturers, primarily in the political, economic, and foreign area fields.
  - (b) Book and publication procurement is most often directly from publishers.
3. *Office of Overseas Schools*

Operates a small procurement program in support of American schools in foreign countries.
4. *Library*

Conducts a small book and publication procurement program, usually directly from publishers.
5. *Language Services Division*

Contracts with individual translators and interpreters.

## Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

For each of the fiscal years 1988 through 1992, Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations, pursuant to the Department of State's Supplemental Diplomatic Security Program.

In the area of embassy design and construction, there are currently 55 capital projects planned through 1992. Information regarding these projects is released through the *Commerce Business Daily* and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for United States contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact Juanita Waters at the following address:

Department of State  
A/FBO  
SA-6, Room 411  
Washington, D.C. 20522-0604  
Telephone: (703) 875-6297

Any firm which has a new or innovative product (R&D) which could be used to enhance security at a U.S. Embassy abroad, may contact Rudy Jackson at the following address:

Department of State  
DS/ST/CMP  
SA-10, 7th Floor  
Washington, D.C. 20522-1003  
Telephone: (202) 663-0704

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Nicholas Mariano of the Department's Physical Security Division at the aforementioned address.

Firms interested in performing services related to embassy security such as security engineering, construction management, construction surveillance, and the like, should contact the following areas:

Department of State  
A/FBO/PE/CSM  
SA-6, Room 711  
Washington, D.C. 20522-0602  
Attn: David Roberts  
Telephone: (703) 235-1891

Department of State  
DS/ST/CS  
SA-6, 8th Floor  
Washington, D.C. 20522-0602  
Attn: Joe Morton  
Telephone: (703) 875-6562

For planning purposes, it is projected that during FY91/92, architect/engineer and/or construction projects at the following Foreign Service posts will be advertised or awarded: Bogota, Colombia; La Paz, Bolivia; Lima, Peru; Bangkok, Thailand; Budapest, Hungary; Abu Dhabi, United Arab Emirates; Algiers, Algeria; Cairo, Egypt; Doha, Qatar; and Riyadh, Saudi Arabia.

**U.S. Department of State  
Washington, D.C. 20520**

**User-Office Contacts**

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

John F. Black  
Departmental Competition Advocate  
(Mailing Address)  
U.S. Department of State  
A/OPE/CA, Room 603, SA-6  
Washington, D.C. 20522-0602  
Telephone: (703) 516-1686

**Architectural, Engineering and Design Services (Construction)**

|  |          |
|--|----------|
| Office of Foreign Buildings                            |          |
| Room 302, SA-6   |          |
| Mr. LeRoy Wallin (Acquisitions)                        | 875-6286 |
| Mr. Richard Natale (Acquisitions)                      | 875-6283 |
| Mr. Charles G. Krips (Acquisitions)                    | 875-6282 |
| Ms. Juanita Waters (Acquisitions)                      | 875-6297 |
| Mr. C. Rex Hellmann (A)                                | 875-6184 |
| Mr. Peter Gurvin (D)                                   | 875-6115 |
| Mr. Charles Mallett (Minority Business<br>Coordinator) | 875-6586 |

**Audio-Visual Services and Products**

|   |          |
|---|----------|
| a.    Publishing Services Division              |          |
| Room 1754, N.S.                                 |          |
| Ms. Rose Grover                                 | 647-4170 |
| b.    General Services Division                 |          |
| Room B-258, N.S.                                |          |
| Mr. Richard Jimney                              | 647-1634 |
| c.    Foreign Service Institute (FSI/AV)        |          |
| Room C1, SA-3                                   |          |
| Mr. Tom Bash                                    | 875-5293 |
| d.    Bureau of Diplomatic Security (DS/PLD/TC) |          |
| Room 320A, SA-11                                |          |
| Mr. Jeff Bozworth                               | 204-6188 |

**Building Interior Furnishings (Foreign)**

Office of Foreign Buildings  
Room 412, SA-6  
Ms. Vivien Woofter 875-6263

**Building Maintenance and General Services  
(Domestic)**

(Includes labor services, local transportation services, etc.)

General Services Division  
Room 1493, N.S.  
Mr. John Silva (transportation) 647-3628  
Ms. Shirley Beard (labor services) 647-3611

**Office of Operations**

- a. Facilities Management and Support Services  
Room 1480, N.S.  
Mr. Tim Arthurs 647-6001
- b. Safety Division  
Room 2728, N.S.  
Stephen Urman 647-4302

**Building Maintenance and General Services  
(Foreign)**

Office of Foreign Buildings  
Room 938, SA-6  
Mr. James Schoonover 875-7025

**Building Materials/Supplies**

(Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies and equipment, etc.)

Office of Foreign Buildings  
Mr. Fred Bunke 875-5796  
Room 1139, SA-6  
Mr. Richard Natale 875-6283  
Room 411, SA-6

**Cartographic Services**

Office of the Geographer  
Room 8742, N.S.  
Mr. William Wood 647-2022

**Catering Services**

Office of Protocol  
Room 1238, N.S.  
Mr. Clyde G. Nora 647-1700

## Communication Equipment/Maintenance Services

(Includes drafting, servicing communications equipment at U.S. Embassies, repair of UHF/VHF radio equipment, electronics training, etc.)

### Office of Information Management/Special Operations

(IM/SO/TO/MT)

Room 214, SA-21

Mr. Lee Rainer

912-8350

## Computer Supplies and Accessories

### Office of Information Management

(IM/SO/DO/FADPC)

Room 12B63, N.S.

Mr. D. Barry Leonard

647-7245

## Construction Services (Foreign)

### Office of Foreign Buildings

Room 411, SA-6

Mr. Richard Natale (Acquisitions)

875-6283

Mr. Joseph Toussaint (Const.

Management) Room 460, SA-6

875-6300

Mr. Charles Mallett (Minority Coordinator)

Room 1300, SA-6

875-6586

## Data Processing/Data Entry/Software Services

### a. Office of Information Management

Mr. Edward Courlang (SA-29, Room 200)

875-7811

Mr. D. Barry Leonard (Room 12B63, N.S.)

647-7245

Mr. Yang Kim (SA-29, Room 200)

875-7771

Mr. Robert Obenstine (Room 12B63 N.S.)

647-7528

### b. Bureau of Consular Affairs

Room W711, SA-1

Mr. Rex Kimbro

663-1121

### c. Office of Passport Services

Room 584, SA-17

Mr. James Schwartz

326-6124

### e. Foreign Service Institute

Room 1017, SA-3

Eugene Prophet

875-5417

### f. Office of Operations

Room 100, SA-6 (OPR/SDS)

Mr. Paul Fisher

875-6083

g. Bureau of Diplomatic Security  
SA-10, 6th floor (DS/AO/SYS)  
Ms. Joan Lewis 663-0416

#### **Educational Materials/Supplies**

a. Office of Overseas Schools  
Room 245, SA-29  
Mr. Ernest N. Mannino 875-7800

b. Foreign Service Institute  
B-Level, SA-3  
Ms. Jayetta Neal 875-5393

#### **Electronic and Physical Security Services/Equipment**

(Includes security engineering, technical security, counter-terrorism, audio countermeasures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

Bureau of Diplomatic Security  
SA-10, 8th floor  
Mr. Gregory Bujac 663-0538  
Mr. Nicholas Mariano 875-6570  
SA-6, Room 804  
Mr. Steven Klein 663-0722  
SA-10, 7th Floor (DS/CMP/SDE)  
Mr. Jim Walsh 644-3313  
SA-7 (DS/PEL/DE)

#### **Engineering Services (Construction)**

Office of Foreign Buildings  
Mr. Richard Natale 875-6283  
Room 412, SA-6  
Mr. Charles Krips 875-6282  
Room 412, SA-6  
Ms. Juanita Waters 875-6297  
Room 412, SA-6

#### **Engineering Services (Non-Construction)**

a. Bureau of Diplomatic Security (DS/CMP/SDE)  
SA-10, 7th Floor  
Mr. Steven Klein 663-0722

b. Office of Information Management/Special Operations  
Room 214, SA-21  
Mr. Lee Rainer 912-8350

## **Furnishings and Appliances, Office and Household\***

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

Office of Foreign Buildings  
Room 412, SA-6  
Ms. Vivien Woofter 875-6263

## **International Political and Economic Affairs and Social Science Research**

Bureau of International Narcotics Matters  
Room 7334, N.S.  
Mr. Tim Henderson 647-1918

## **Labor Services**

General Services Division  
Room 1493, N.S.  
Ms. Shirley Beard 647-3611

## **Language/Translation Services**

Office of Language Services  
Room 2214, N.S.  
Mr. Harry Obst 647-1528

## **Library/Subscription Services**

Office of Information Services/Library  
Room 3239, N.S.  
Ms. Alpha Rose\*\* 647-1875

## **Machine and Equipment Maintenance/Repair**

Office of Operations  
Room 1480, N.S.  
Mr. Tim Arthurs 647-6001

## **Medical Services/Supplies**

Medical Services  
Room 2906, N.S.  
Mr. Elmer R. Higgs 647-3616

## **Mental Health Care/Services**

Office of Medical Services  
Employee Services Division  
Room 3243, N.S.  
Ms. Anne Weiss 647-4929

---

\*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Mr. Joseph Kozlowski; 875-6018.

\*\*Manages Department's Commercial Library Program.

## **Microfilming/Micrographics**

Office of Information Services/Records Management Staff  
(IM/IS/RA/RM)  
Room 1239, N.S.  
Mr. John Cruce

647-7123

## **Overseas Employee Associations**

Manufacturers and distributors interested in selling wholesale grocery products, exchange items and recreational supplies to U. S. Employee Associations overseas should contact:

Mr. Ravi Sikand, Director (703) 875-6088  
Office of Commissary and Recreation Affairs  
(A/OPR/ST/CR)  
Room 600, SA-6  
Washington, D.C. 20522-0602  
FAX (703) 875-6105

(See page A-13 for a list of U. S. Foreign Service posts having U. S. Employee Associations).

## **Publishing, Printing, Reproduction Equipment/Supplies and Editorial Services**

- a. Office of Information Services  
Room 1758, N.S.  
Mr. Howard Gaid sick 647-2517  
Mr. Gregory Liverpool 647-8662
- b. Bureau of Public Affairs, Public Liaison  
Division  
Room 5819, N.S.  
Vacant Position 647-6431

## **Safety and Rescue Equipment**

- a. Bureau of Diplomatic Security (DS/CMP/SDE)  
SA-10, 7th Floor  
Mr. Steven Klein 633-0722
- b. Office of Foreign Buildings  
Room 912, SA-6  
Mr. Gilbert Lindley 875-6983

## **Small Purchases**

Office of Acquisitions  
Room 528, SA-6  
Ms. Ruby Green 875-6019

## **Training\***

|    |  |  |
|----|--|--|
| a. | Office of Foreign Service Career<br>Development and Assignments<br>Room 2807, N.S.<br>Mr. Jacques Klein  | 647-3308                                     |
| b. | Office of Civil Service Career<br>Development and Assignments<br>Room 2429, N.S.<br>Ms. Theresa A. Manly   | 647-7252                                     |
| c. | Office of Equal Employment Opportunity<br>and Civil Rights<br>Room 4216, N.S.<br>Ms. Azucena Vasquez   | 647-6061                                     |
| d. | Foreign Service Institute<br>Room 901, SA-3<br>Mr. Gary D. Crawford (Language)<br>Ms. Sultana Varvarousis (Clerical/Administrative)<br>Dr. Jack Shellenberger (Area Studies)<br>SA-3, Room 402<br>Ms. Judy Mullen (Contracting Officer)<br>SA-3, B Level | 875-5241<br>875-7278<br>875-5160<br>875-5393 |
| e. | Office of Information Management (IM/TE/OT)<br>P.O. Box 3050<br>Warrenton, VA 22186<br>Mr. Leonard A. Fenner   | 557-1834                                     |
| f. | Bureau of Diplomatic Security<br>Room 320A, SA-11<br>Mr. Jeff Bozworth   | 204-6188                                     |

## **Transportation/Packing/Shipping/Storage (Household Effects)**

|    |   |          |
|----|---|----------|
| a. | Office of Transportation<br>Room 1050A, N.S.<br>Mr. Christopher G. Mayers | 647-2915 |
| b. | Office of Acquisitions<br>Room 528, SA-6<br>Ms. Sally Allen               | 875-6020 |

---

\*Training programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Leutrell Osborne, Director, OSDBU, at OPM on (202) 606-2180 for information.

## **Word/Data Processing Supplies and Accessories**

**Office of Information Management**

**Room 12B63, N.S.**

**Mr. D. Barry Leonard**

**647-7245**

\* \* \* \* \*

**For further information contact:**

**Mrs. Durie White**

**Acting Operations Director, Office of Small and**

**Disadvantaged Business Utilization**

**Room 633, SA-6**

**Washington, D.C. 20522-0602**

**Telephone: (703) 875-6824**

**or**

**Ms. Linda Taylor**

**Administrative Assistant, Office of Small and**

**Disadvantaged Business Utilization**

**Room 633, SA-6**

**Washington, D.C. 20522-0602**

**Telephone: (703) 875-6822**

---

**Telephone area codes: (202) for numbers beginning with 647 and 632; (703) for all others.**

**State Department Foreign Service Posts  
That Operate Overseas Employee Associations**

| Location of Office                      | ZIP Code   | Type of Office    |
|---|------------|-------------------|
| Abidjan, Cote d'Ivoire                  | 20521-2010 | Embassy           |
| Accra, Ghana                            | 2020       | Embassy           |
| Addis Ababa, Ethiopia                   | 2030       | Embassy           |
| Algiers, Algeria                        | 6030       | Embassy           |
| Amman, Jordan                           | 6050       | Embassy           |
| Ankara, Turkey                          | 7000       | Embassy           |
| Antananarivo, Madagascar                | 2040       | Embassy           |
| Asuncion, Paraguay                      | 3020       | Embassy           |
| Athens, Greece                          | 7100       | Embassy           |
| Baghdad, Iraq                           | 6060       | Embassy           |
| Bamako, Mali                            | 2050       | Embassy           |
| Bangkok, Thailand                       | 7200       | Embassy           |
| Banjul, The Gambia                      | 2070       | Embassy           |
| Beijing, China                          | 7300       | Embassy           |
| Belgrade, Yugoslavia                    | 5070       | Embassy           |
| Bogota, Colombia                        | 3030       | Embassy           |
| Bonn, Germany                           | 7400       | Embassy           |
| Brasilia, Brazil                        | 7500       | Embassy           |
| Brazzaville, People's Republic of Congo | 2090       | Embassy           |
| Bridgetown, Barbados                    | 3120       | Embassy           |
| Brussels, Belgium                       | 7600       | Embassy           |
| Bucharest, Romania                      | 5260       | Embassy           |
| Budapest, Hungary                       | 5270       | Embassy           |
| Buenos Aires, Argentina                 | 3130       | Embassy           |
| Bujumbura, Burundi                      | 2100       | Embassy           |
| Cairo, Egypt                            | 7700       | Embassy           |
| Canberra, Australia                     | 7800       | Embassy           |
| Caracas, Venezuela                      | 3140       | Embassy           |
| Colombo, Sri Lanka                      | 6100       | Embassy           |
| Conakry, Guinea                         | 2110       | Embassy           |
| Copenhagen, Denmark                     | 5280       | Embassy           |
| Cotonou, Benin                          | 2120       | Embassy           |
| Dakar, Senegal                          | 2130       | Embassy           |
| Damascus, Syria                         | 6110       | Embassy           |
| Dar es Salaam, Tanzania                 | 2140       | Embassy           |
| Dhahran, Saudi Arabia                   | 6310       | Consulate General |
| Dhaka, Bangladesh                       | 6120       | Embassy           |
| Djibouti, Republic of Djibouti          | 2150       | Embassy           |
| Dublin, Ireland                         | 5290       | Embassy           |
| Frankfurt, Germany                      | 7900       | Consulate General |
| Freetown, Sierra Leone                  | 2160       | Embassy           |
| Gaborone, Botswana                      | 2170       | Embassy           |

|                           |            |                   |
|---------------------------|------------|-------------------|
| Geneva, Switzerland       | 20521-5120 | Branch Office     |
| Georgetown, Guyana        | 3170       | Embassy           |
| Guadalajara, Mexico       | 3280       | Consulate General |
| Guangzhou, China          | 4090       | Consulate General |
| Guatemala City, Guatemala | 3190       | Embassy           |
| Hamburg, Germany          | 5180       | Consulate General |
| Helsinki, Finland         | 5310       | Embassy           |
| Hong Kong, Hong Kong      | 8000       | Consulate General |
| Islamabad, Pakistan       | 8100       | Embassy           |
| Istanbul, Turkey          | 5030       | Consulate General |
| Jakarta, Indonesia        | 8200       | Embassy           |
| Jeddah, Saudi Arabia      | 6320       | Consulate General |
| Kampala, Uganda           | 2190       | Embassy           |
| Karachi, Pakistan         | 6150       | Consulate General |
| Kathmandu, Nepal          | 6190       | Embassy           |
| Kavala, Greece (relay)    |            |                   |
| Khartoum, Sudan           | 2200       | Embassy           |
| Kigali, Rwanda            | 2210       | Embassy           |
| Kingston, Jamaica         | 3210       | Embassy           |
| Kinshasa, Zaire           | 2220       | Embassy           |
| Kuala Lumpur, Malaysia    | 4210       | Embassy           |
| Kuwait, Kuwait            | 6200       | Embassy           |
| La Paz, Bolivia           | 3220       | Embassy           |
| Lagos, Nigeria            | 8300       | Embassy           |
| Lahore, Pakistan          | 6160       | Consulate General |
| Liberia (relay)           |            |                   |
| Lilongwe, Malawi          | 2280       | Embassy           |
| Lima, Peru                | 3230       | Embassy           |
| Lisbon, Portugal          | 5320       | Embassy           |
| Lome, Togo                | 2300       | Embassy           |
| London, England           | 8400       | Embassy           |
| Lusaka, Zambia            | 2310       | Embassy           |
| Madras, India             | 6260       | Consulate General |
| Madrid, Spain             | 8500       | Embassy           |
| Managua, Nicaragua        | 3240       | Embassy           |
| Manila, Philippines       | 8600       | Embassy           |
| Mexico City, Mexico       | 8700       | Embassy           |
| Mogadishu, Somalia        | 2360       | Embassy           |
| Monrovia, Liberia         | 8800       | Embassy           |
| Montevideo, Uruguay       | 3360       | Embassy           |
| Montreal, Canada          | 5510       | Consulate General |
| Moscow, USSR              | 5430       | Embassy           |
| Muscat, Oman              | 6220       | Embassy           |
| Nairobi, Kenya            | 8900       | Embassy           |
| Nassau, Bahamas           | 3370       | Embassy           |
| N'Djamena, Chad           | 2410       | Embassy           |
| New Delhi, India          | 9000       | Embassy           |

|                                   |            |                   |
|-----------------------------------|------------|-------------------|
| Niamey, Niger                     | 20521-2420 | Embassy           |
| Nicosia, Cyprus                   | 5450       | Embassy           |
| Nouakchott, Mauritania            | 2430       | Embassy           |
| Oslo, Norway                      | 5460       | Embassy           |
| Ottawa, Canada                    | 5480       | Embassy           |
| Ouagadougou, Burkina Faso         | 2440       | Embassy           |
| Panama City, Panama               | 9100       | Embassy           |
| Paramaribo, Suriname              | 3390       | Embassy           |
| Paris, France                     | 9200       | Embassy           |
| Peshawar, Pakistan                | 6170       | Consulate         |
| Philippines (relay)               |            |                   |
| Port-au-Prince, Haiti             | 3400       | Embassy           |
| Port-of-Spain, Trinidad           | 3410       | Embassy           |
| Prague, Czechoslovakia            | 5630       | Embassy           |
| Pretoria, South Africa            | 9300       | Embassy           |
| Quito, Ecuador                    | 3420       | Embassy           |
| Rabat, Morocco                    | 9400       | Embassy           |
| Rangoon, Burma                    | 4250       | Embassy           |
| Rhodes, Greece (relay)            |            |                   |
| Rio de Janeiro, Brazil            | 3090       | Consulate General |
| Riyadh, Saudi Arabia              | 6300       | Embassy           |
| Rome, Italy                       | 9500       | Embassy           |
| San Jose, Costa Rica              | 3440       | Embassy           |
| San Salvador, El Salvador         | 3450       | Embassy           |
| Sanaa, Yemen                      | 6330       | Embassy           |
| Santiago, Chile                   | 3460       | Embassy           |
| Santo Domingo, Dominican Republic | 3470       | Embassy           |
| Sao Paulo, Brazil                 | 3110       | Consulate General |
| Seoul, Korea                      | 9600       | Embassy           |
| Shanghai, China                   | 4100       | Consulate General |
| Singapore, Singapore              | 4280       | Embassy           |
| Sofia, Bulgaria                   | 5740       | Embassy           |
| Stockholm, Sweden                 | 5750       | Embassy           |
| Suva, Fiji                        | 4290       | Embassy           |
| Tangier, Morocco                  | 6290       | Consulate General |
| Tegucigalpa, Honduras             | 3480       | Embassy           |
| Tel Aviv, Israel                  | 9700       | Embassy           |
| Thessaloniki, Greece              | 5060       | Consulate General |
| Tokyo, Japan                      | 9800       | Embassy           |
| Toronto, Ontario, Canada          | 5530       | Consulate General |
| Tunis, Tunisia                    | 6360       | Embassy           |
| Vienna, Austria                   | 9900       | Embassy           |
| Vientiane, Laos                   | 4350       | Embassy           |
| Warsaw, Poland                    | 5010       | Embassy           |
| Wellington, New Zealand           | 4360       | Embassy           |
| Yaounde, Cameroon                 | 2520       | Embassy           |

## **Mailing Address Form**

A four-digit add on ZIP Code list for overseas posts is published in the Key Officers of Foreign Service Posts booklet (Department of State publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office. These additional four-digits must be added to the five-digit ZIP Code for overseas mail.

Administrative Officer  
(for Commissary Officer)  
American Embassy\*/Name of Post City  
Department of State  
Washington, D.C. 20521-0000

---

\*Or Consulate General or Consulate, as appropriate.

## Section B

- **Memo to Small, Disadvantaged, and Female Business Owners**
- **Vendor Survey Form**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**



## **Small, Disadvantaged, and Female Business (SD&F) Owners**

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged and female-owned business firms locally, nationally and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration which have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Product and Service (P&S) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more suppliers in the under \$25,000 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C. receives many requisitions for services ranging from transportation to software and maintenance of hardware, communications and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance and international affairs research.

In recent months the Department has extended SD&F firm participation in its acquisitions beyond the continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative statistical research type acquisitions to be performed abroad will also be given to qualified small, disadvantaged and female-owned businesses.

Whenever a conference is held by the Department of State a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help and advertising.

I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do not have a Contractor Establishment Code Number the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm. If you are a participant in the Small Business Administration's 8(a) Business Development Program, please also complete the PROFILE sheet on page B-4.

When complete, please remit to:

Small/Minority Business Enterprise  
Coordinator  
A/SDBU, Room 633, SA-6  
Department of State  
Washington, D.C. 20522-0602

If there are any questions, please call Mrs. Durie N. White on (703) 875-6824 or Ms. Linda Taylor on (703) 875-6822. Thank you for your interest in being of service to the Department of State.

Sincerely,

Robert Dickson  
Director, Office of  
Acquisitions

Enclosure:

Vendor File Data Sheet

## Vendor Survey Form

Contractor Establishment Code Number (9 Digits) \_\_\_\_\_

Company Name \_\_\_\_\_

Parent Company CEC (if applicable) \_\_\_\_\_

Street Address \_\_\_\_\_

Telephone Number (9991234567) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Country \_\_\_\_\_

Company Contact \_\_\_\_\_

|                                | Yes (Y) | No (N) |
|--------------------------------|---------|--------|
| Educational Institution        | _____   | _____  |
| Non-Profit Organization        | _____   | _____  |
| Small Business                 | _____   | _____  |
| Minority-Owned Business        | _____   | _____  |
| *Female-Owned Business         | _____   | _____  |
| American-Indian-Owned Business | _____   | _____  |
| 8(a) Certified Business        | _____   | _____  |
| Date Firm Established (YYMMDD) | _____   | _____  |

\*For Female-Owned business the number one is used to indicate an affirmative reply and the number two for a negative reply.

Product or service code(s) covering the types of goods or services provided. (Should this information not be available, please indicate below the type of goods or services provided by your firm.)

---

---

---

**PROFILE**  
(To be completed only by 8a Firms)

8(a) FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PRIMARY SIC \_\_\_\_\_  
\_\_\_\_\_  
SECONDARY SICs \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PRINCIPAL'S NAME & TITLE: \_\_\_\_\_

DATE FIRM STARTED:

**FIRM'S PROJECTION OF TOTAL SALES FOR 1991: \$**

**BONDING CAPACITY:** **SINGLE JOB** \$ \_\_\_\_\_  
(If Applicable) **AGGREGATE** \$\$ \_\_\_\_\_

|      | ANNUAL SALES | LARGEST SINGLE CONTRACT |
|------|--------------|-------------------------|
| 1988 | \$ _____     | \$ _____                |
| 1989 | \$ _____     | \$ _____                |
| 1990 | \$ _____     | \$ _____                |

#### AVERAGE NUMBER OF EMPLOYEES:

**STATEMENT OF PRIMARY PRODUCT OR TYPE(S) OF SERVICES:**

**MAJOR ACCOMPLISHMENTS/PAST CONTRACTS:**

#### RESOURCES AVAILABLE:

#### PROFESSIONAL REFERENCES:

# **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

## **Directory of Directors and Women in Business Representatives (WIBR)**

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

| <b>Departments</b>   | <b>Women in Business Representatives</b> |
|--|--|
| Department of Agriculture<br>14th & Independence Ave., S.W.<br>Room 127W<br>Washington, D.C. 20250<br>Telephone: (202) 447-7117<br>FAX: (202) 447-3001<br>Attn: Mr. Luther Burse<br>Acting Associate Director, OSDBU | Ms. Belinda Ward<br>(202) 447-7117       |
| Department of the Air Force<br>The Pentagon—Room E271<br>Washington, D.C. 20330-1000<br>Telephone: (202) 697-4126<br>FAX: (703) 693-7731<br>Attn: Mr. Anthony DeLuca<br>Director, OSDBU                              | Mr. Patrick Heller<br>(703) 697-5373     |
| Department of the Army<br>The Pentagon—Room 2A712<br>Washington, D.C. 20310-0106<br>Telephone: (703) 695-9800<br>FAX: (703) 693-3898<br>Attn: Mr. Daniel R. Gill<br>Director, OSDBU                                  | Ms. Dora H. Thomas<br>(703) 697-2868     |
| Department of Commerce<br>14th Street & Constitution Ave., N.W.<br>Room 6411<br>Washington, D.C. 20230<br>Telephone: (202) 377-1472<br>FAX: (202) 377-4816<br>Attn: Mr. James Maruca<br>Director, OSDBU              | Ms. Rosemary Mullany<br>(202) 377-1472   |

Department of Defense  
The Pentagon—Room 2A340  
Washington, D.C. 20301-3061  
Telephone: (703) 614-1151  
FAX: (703) 693-7014  
Attn: Mr. Horace Crouch  
Director, OSDBU

Mr. Tim Foreman  
(703) 697-1481

Department of Education  
400 Maryland Avenue, S.W.  
Room 3120, ROB-3  
Washington, D.C. 20202-0521  
Telephone: (202) 708-9820  
FAX: (202) 708-8956  
Attn: Mr. Daniel Levin  
Director, OSDBU

Mr. Ben Miller  
(202) 708-9820

Department of Energy (BU-1)  
1000 Independence Ave., S.W.  
Washington, D.C. 20585  
Telephone: (202) 254-5583  
FAX: (202) 254-5591  
Attn: Mr. Leonel Miranda  
Director, OSDBU

Ms. Brenda DeGraffenreid  
(202) 254-5602

Department of Health and Human  
Services  
200 Independence Ave., S.W.  
Room 517D  
Washington, D.C. 20201  
Telephone: (202) 245-7300  
FAX: (202) 245-6699  
Attn: Mr. Richard Clinkscales  
Director, OSDBU

Ms. Angel Graves  
(202) 245-2670

Department of Housing and Urban  
Development  
7th & D Streets, S.W.  
Room 10232  
Washington, D.C. 20410  
Telephone: (202) 708-1428  
FAX: (202) 619-827  
Attn: Ms. Elaine Dudley  
Acting Director, OSDBU

Mr. Clarence White  
(202) 708-1428

Department of the Interior  
18th & C Streets, N.W.  
Room 2727  
Washington, D.C. 20240  
Telephone: (202) 208-3493  
FAX: (202) 208-5048  
Attn: Mr. Kenneth T. Kelly  
Acting Director, OSDBU

Ms. Doris Sanford  
(202) 208-7437

Department of Justice  
Patrick Henry Building  
Room 7014  
Washington, D.C. 20530  
Telephone: (202) 501-6271  
FAX: (202) 501-8125  
Attn: Mr. Enos Roberts  
Director, OSDBU

Ms. Eleanor Geary  
(202) 501-6271

Department of Labor  
200 Constitution Ave., N.W.  
Room S-1004  
Washington, D.C. 20210  
Telephone: (202) 523-9148  
FAX: (202) 523-9167  
Attn: Mr. Walter Terry  
Director, OSDBU

Ms. Katherine Lee  
(202) 523-9151

Department of the Navy  
Building 5, Crystal Plaza  
Room 120  
Washington, D.C. 20360-5000  
Telephone: (703) 602-2695  
FAX: (703) 602-2477  
Attn: Mr. Don Hathaway  
Director, OSDBU

Ms. Janet Koch  
(703) 602-2695

Department of State  
Room 633, SA-6  
Washington, D.C. 20522-0602  
Telephone: (703) 875-6824  
FAX: (703) 875-6825  
Attn: Mrs. Durie White  
Acting Operations Director, OSDBU

Mrs. Durie N. White  
(703) 875-6824

Department of Transportation  
400 - 7th Street, S.W., Room 9410  
Washington, D.C. 20590  
Telephone: (202) 366-1930  
FAX: (202) 366-7538  
Attn: Ms. Alicia L. Casanova  
Director, OSDBU

Ms. Pat L. Hodge  
(202) 366-1902

Department of the Treasury  
15th & Pennsylvania Ave., N.W.  
Room 6100 Annex  
Washington, D.C. 20220  
Telephone: (202) 566-9616  
FAX: (202) 786-8455  
Attn: Ms. Debra E. Sonderman  
Assistant Director, OSDBU

Ms. Ila Burnell  
(202) 566-9616

Department of Veterans Affairs  
810 Vermont Ave., N.W.  
Room 310  
Washington, D.C. 20420  
Telephone: (202) 376-6996  
FAX: (202) 233-4952  
Attn: Mr. Scott Denniston  
Director, OSDBU (005SB)

Ms. Mary Ella Stormalt  
(202) 376-6996

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

### **Independent Agencies**

ACTION  
1100 Vermont Ave., N.W.  
Suite 2101  
Washington, D.C. 20525  
Telephone: (202) 634-9150  
FAX: (202) 634-9126 or 9127  
Attn: Ms. Margaret McHale  
Contract Specialist

Ms. Jean McCamley  
(202) 634-9321

Agency for International Development  
TT-2, Room 1400A  
Washington, D.C. 20523-1414  
Telephone: (703) 875-1551  
FAX: (703) 875-1119  
Attn: Mr. John L. Wilkinson  
Director, OSDBU

Ms. Betty Briscoe  
(703) 875-1551

Defense Logistics Agency  
Cameron Station, Room 4C112  
Alexandria, VA. 22304-6100  
Telephone: (703) 274-6471  
FAX: (703) 274-0565  
Attn: Mr. Lloyd C. Alderman  
Acting Director, OSDBU

Mr. Anthony Kudders  
(703) 274-6977

Environmental Protection Agency  
401 M Street, S.W. Code A-149C  
Washington, D.C. 20460  
Telephone: (703) 557-7777  
FAX: (703) 557-1462  
Attn: Mr. John M. Ropes  
Director, OSDBU

Ms. Margie Wilson  
(703) 557-7305

Executive Office of the President  
Room 5001, NEOB  
Washington, D.C. 20500  
Telephone: (202) 395-3314  
FAX: (202) 395-3982  
Attn: Ms. Thelma Tolar  
Director, OSDBU

Export-Import Bank of the U.S.  
811 Vermont Ave., N.W.  
Room 1031  
Washington, D.C. 20571  
Telephone: (202) 566-8951  
FAX: (202) 566-7524  
Attn: Ms. Helen H. Wall  
Director, OSDBU

Federal Trade Commission  
6th & Pennsylvania Avenue N.W.  
Room 706  
Washington, D.C. 20580  
Telephone: (202) 326-2258  
FAX: (202) 326-2050  
Attn: Ms. Jean Sefchick  
Director, OSDBU

Ms. Barbara Lorette  
(202) 326-2260

General Services Administration  
18th and F Streets, N.W.  
Room 6029  
Washington, D.C. 20405  
Telephone: (202) 501-1021  
FAX: (202) 208-5938  
Attn: Mr. John F. Wynn, Jr.  
Director, OSDBU

Ms. Janice Holley  
(202) 501-1021

|  |  |
|--|--|
| Interstate Commerce Commission<br>12th and Constitution Ave., N.W.<br>Room 3119<br>Washington, D.C. 20423<br>Telephone: (202) 275-7597<br>FAX: (202) 275-9237<br>Attn: Mr. Dan King<br>Acting Director, Office of<br>Public Assistance | Mr. Dan King<br>(202) 275-7597         |
| National Aeronautics and Space Administration<br>Headquarters Code K<br>Room 116<br>Washington, D.C. 20546<br>Telephone: (202) 453-2088<br>FAX: (202) 755-4194<br>Attn: Mr. Eugene Rosen<br>Director, OSDBU                            | Mr. Eugene Rosen<br>(202) 453-2088     |
| National Science Foundation<br>1800 G Street, N.W.<br>Room 1250-I<br>Washington, D.C. 20550<br>Telephone: (202) 357-9666<br>FAX: (202) 357-7745<br>Attn: Mr. Donald Senich<br>Director, OSDBU  | Ms. Linda Bouthyward<br>(202) 357-7464 |
| Nuclear Regulatory Commission<br>Room 7217, MNBB<br>Washington, D.C. 20555<br>Telephone: (202) 492-4665<br>FAX: (301) 492-8185<br>Attn: Mr. William B. Kerr<br>Director, OSDBU   | Mr. Harris Coleman<br>(202) 492-4665   |
| Office of Personnel Management<br>1900 E Street, N.W.<br>Room 2351<br>Washington, D.C. 20415<br>Telephone: (202) 606-2180<br>FAX: (202) 606-2345<br>Attn: Mr. Leutrell Osborne<br>Director, OSDBU                                      | Mr. Thomas Whiteford<br>(202) 606-2240 |

Railroad Retirement Board  
2000 L Street, N.W., Suite 558  
Washington, D.C. 20036  
Telephone: (202) 653-9540  
FAX: (202) 653-9538

Attn: Mr. John C. Ficerai  
Director, OSDBU

U.S. Information Agency—M/O  
330 C St., S.W.  
Room 1611, HHS-S Building  
Washington, D.C. 20547  
Telephone: (202) 485-6410  
FAX: (202) 485-6466

Attn: Mr. Darwin Roberts  
Director, OSDBU

U.S. Postal Service  
475 L'Enfant Plaza West, S.W., Room 2P110  
Washington, D.C. 20260-6201  
Telephone: (202) 268-4633  
FAX: (202) 268-4027

Attn: Mr. David Scherer  
Director, OSDBU

Mr. David Scherer  
(202) 268-4633

### **Other Liaison Offices**

Office of Federal Procurement Policy  
725 17th Street, N.W.  
Room 9025  
Washington, D.C. 20503  
Telephone: (202) 395-3300  
FAX: (202) 395-5105

Attn: Mr. Robert Cooper  
Deputy Associate Administrator  
for Policy Development

Minority Business Development Agency  
U.S. Department of Commerce  
14th & Constitution Avenue, N.W.  
Room 5053  
Washington, D.C. 20230  
Telephone: (202) 377-5061  
FAX: (202) 377-5117

Attn: Mr. Jose A. Lira  
Acting Director

Minority Business Development Agency  
U.S. Department of Commerce  
14th & Constitution Avenue, N.W.  
Room 5096  
Washington, D.C. 20230  
Telephone: (202) 377-3261  
FAX: (202) 377-5117  
Attn: Mr. Raoul Quiros  
Chief, Public Sector

Procurement Technical Assistance Center Program  
George Mason University  
4260 Chain Bridge Road  
Suite B-2  
Fairfax, VA 22030  
Telephone: (703) 764-6079  
FAX: (703) 273-0745  
Attn: Mr. Edward A. Redmond  
Assistant Director

Small Business Administration  
409 3rd Street, S.W.  
8th Floor  
Washington, D.C. 20416  
Telephone: (202) 205-6460  
FAX: (202) 205-7064  
Attn: Ms. Cathy Thomas

## **Section C**

- **Subcontracting Opportunities**



## Possible Prime Contractors Offering Subcontracting Opportunities

## Subcontracting Opportunities Available

Following is a current list of Department of State large prime contractors with contracts in excess of \$500,000 (\$1 million for construction), which may offer subcontracting opportunities:

AMCA International Corp. (Encorp.)  
111 Merchant St., Suite 210  
Cincinnati, OH 45264  
Contact: Steven Johnson  
(513) 576-5700

Various subcontracting opportunities related to construction of a new U.S. Embassy office complex in Nicosia, Cyprus

American Communications Company  
Division American Systems, Inc.  
7535 Little River Turnpike  
Annandale, VA 22003  
Contact: Mr. Tim Ramp, Purchasing  
Agent (703) 968-6300

Various subcontract opportunities

American International Corp.  
919 Third Street  
New York, NY 10022  
Contact: Mr. Norman Christensen

Various subcontracting opportunities related to construction of a new U.S. Embassy compound, Amman, Jordan

American Management Systems, Inc.  
1777 North Kent Street  
Arlington, VA 22209  
Mr. Jay Dunigan, Contract Administrator  
(703) 841-5514

Various opportunities related to data processing

The Asia Foundation  
550 Kearney Street  
San Francisco, CA 94119  
(415) 982-4640

Brunswick Corporation  
Defense Division  
2000 Brunswick Lane  
DeLand, FL 32724  
A. W. Brocious (904) 736-1700

MS hardware, wire, electronic components, etc.

Burle Industries, Inc.  
Attn: F.D. Kell, Product Division or  
J.S. Hornick Tube Division  
1000 New Holland Avenue  
Lancaster, PA 17601-5688  
(717) 295-6000

Various subcontract  
opportunities

Dyncorp  
2000 Edmund Halley Drive, 4th Floor  
Reston, VA 22091  
Mr. Fred Clark, VP, Support Services  
(703) 2649260

Continuous upgrade of  
security and fire safety  
equipment at worldwide  
posts

EBASCO Services, Inc  
Two World Trade Center, 83d Floor  
New York, NY 10048  
Contact: Mr. La Cava  
(201) 460-6119 (in New Jersey)

Various opportunities  
related to construction of  
a new embassy office  
building, Santiago, Chile

Electrospace Systems, Inc.  
1301 East Collins Blvd.  
P.O. Box 831359  
Richardson, TX 75083-1359  
Mr. Dennis Quire (714) 231-9303

Electronic components,  
cables, switches, power  
supplies, etc.

Federal Cartridge Company  
900 Ehlen Drive  
Anoka, MN 55303  
Rick Bennett, Purchasing Mgr.  
(612) 421-7100

Various subcontracting  
opportunities (Std.  
commercial plan)

General Electric  
Mobile Communications Div.  
Mountain View Road  
Lynchburg, VA 24502-9989  
Mr. Mark Burford (804) 528-7886

Commercial Plan (Govern-  
ment-wide) moving storage  
and installation, security  
services, data entry, printed  
circuit boards, die castings,  
travel agency services

General Electric Co.  
3 Parkridge Blvd.  
Reston, VA 22091  
(703) 569-3222

Various subcontract  
opportunities

Halifax Engineering, Inc.  
5250 Cherokee Avenue  
Alexandria, VA 22312  
(703) 750-2202

Various subcontract  
opportunities

Harbert International, Inc.  
1 Riverchase Parkway, South  
Birmingham, AL 35201  
Mr. Claude Roberts (205) 987-5500

Various subcontracting opportunities related to construction of new U.S. Embassy, Pretoria, South Africa and renovation of existing U.S. Chancery, Belgrade, Yugoslavia

Hays Systems, Inc.  
2000 M St., N.W.  
Washington, D.C. 20036  
(202) 223-3703

IBM Corporation  
National Federal Marketing  
6705 Rockledge Drive  
Bethesda, MD 20817  
(301) 564-2894

IFR Systems, Inc.  
10200 West York St.  
Wichita, KS 67215-8935  
Mr. David C. Orpin (316) 522-4981

Various subcontract opportunities

Electronic components, radio frequency crystals, crystals filter, transformers, labels, printed circuit boards, switches, fuses, microwave components.

ITT Defense Communications  
492 River Road  
Nutley, NJ 07110  
(201) 284-4475

J.A. Jones Construction Co.  
6060 St. Albans Street  
Charlotte, NC 28287  
Mr. Robert Goodpasture (704) 553-3000

Various subcontract opportunities related to construction of a new U.S. Embassy, San Salvador, El Salvador

Ogden Allied Eastern Maintenance  
Two Pennsylvania Plaza  
New York, NY 10121

Various subcontract opportunities related to building maintenance

Perini International Corp  
International Division  
73 Mt. Wayte Ave.  
Framingham, MA 01701  
(508) 875-6171

Various subcontract opportunities related to construction of the new U.S. Embassy, Caracas, Venezuela

Pinkerton Computer Consultants, Inc.  
1900 No. Beauregard St., Ste. 200  
Alexandria, Virginia 22311  
Mr. James Craig  
(703) 820-5571

Various subcontract opportunities

Planning Research Corporation  
Room 6W3  
1500 Planning Research Drive  
McLean, Virginia 22102  
Attention: Mr. Bob Brennan  
(202) 556-1537

Standard Supplies; ADP

Price Waterhouse  
1801 K Street, N.W.  
Washington, D.C. 20006  
Attention: Ms. Paula Nichols  
(703) 875-5626

Administrative support, including graphic services, audio-visual services, printing/reproduction services, ADP support, training methods support

Sverdrup Corporation  
Embassy Task Group  
1500 Wilson Boulevard, 7th Floor  
Arlington, VA 22209-2454  
Mr. Kent Steele  
(703) 875-9626 or 875-9673

Prime and subcontracting opportunities related to overseas building design and construction

TRW  
Systems Division  
7600 Colshire Drive  
McLean, VA 22102  
Mr. Alan Schmidt  
(703) 876-8289

Various subcontract opportunities

Tumi International, Inc.  
9308 N.W. 13th Street  
Miami, FL 33172  
(305) 591-2419

Various subcontract opportunities related to consolidated receiving point

Wang Laboratories  
7500 Old Georgetown Rd., 1250 N  
Bethesda, MD, 20814  
Ms. Haze Hanna  
(301) 657-5530

Electrical parts

Xerox Corporation  
250 North Halstead St.  
Pasadena, CA 91109  
Mr. Doug Madrigal  
(818) 351-2351

## **Section D**

### **Some Contacts for Trade and Investment-Related Issues**



## Some Contacts for Trade and Investment-Related Issues

### Department of State

|                     |                    |                |
|---------------------|--------------------|----------------|
| Commercial Affairs  | —Alfred White      | (202) 647-1683 |
| Investment Affairs  | —Stephen R. Gibson | 647-1128       |
| Development Finance | —Jack Boyle        | 647-9426       |
| East-West Trade     | —Alan Parker       | 647-2875       |
| Trade Policy        | —Kaarn Weaver      | 647-3696       |

Information about specific countries available from Department country desk officers. Telephone numbers obtained from front of Department telephone book or from U.S. Government operator, (202) 655-4000. The Department of State also offers an automated Traveler's Advisory which can be accessed on (202) 647-5225.

### Department of Commerce

#### Deputy Assistant Secretary

for Services —Linda Powers (202) 377-5261

#### Country Marketing:

Western Europe —Peter Hale 377-5341

Eastern Europe —Suzanne Lotarski 377-1104

and Soviet Affairs —Gerald Seldman 377-4927

Africa —Carl Reiner 377-4441

Near East —Richard Harding (Acting) 377-2954

South Asia —Regina Vargo 377-4464

Mexico and Caribbean Basin —Charles Ford 377-2436

South America

People's Republic of China and Hong Kong —Christine Lucyk 377-5527

Japan —Marjorie Searing 377-4527

Investment Policy

—Martin Kohn 377-8053

Publications

—Thomas Weatherspoon 377-5487

Foreign Commercial Service

—Theodore Rosen 377-8300

Export Licensing Information\*

377-4811

### Agency for International Development

Business Relations —John Wilkinson (703) 875-1551

### Overseas Private Investment Corporation

—Clark Fisher (202) 457-7069

### Export-Import Bank

—Jeni B. Falkiewicz (202) 566-8990

### U.S. Trade Representative

—Mollie Van Heuven (202) 395-6120

\*For exporting licensing information on munitions, or technology "uniquely" designed for military application, contact Department of State, Defense Trade Controls (703) 875-6644 (licensing) or (703) 875-6650 (registration). You will be directed to an officer according to your requirements.



## **Section E**

- **Other Department of State Subscriptions**







## Superintendent of Documents Subscriptions Order Form

Order Processing Code:

\*

**Please Type or Print** (Form is aligned for typewriter use.)  
Prices include regular domestic postage and handling and are subject to change.  
International customers please add 25%.

| Qty. | List ID | Title                         | Price Each              | Total Price |
|------|---------|-------------------------------|-------------------------|-------------|
|      | DIFL    | Diplomatic List               |                         |             |
|      | ED'I    | Employees of Dipl. Mis-       |                         |             |
|      |         | sions                         |                         |             |
|      | IOFC    | Key Ofcres. of Econ. Svc Psts | Total for Subscriptions |             |

(Company or personal name) (Please type or print)

(Additional address/attention line)

(Street address)

(City, State, ZIP Code)

( ) (Daytime phone including area code)

**Please Choose Method of Payment:**

Check payable to the Superintendent of Documents  
 GPO Deposit Account  -   
 VISA or MasterCard Account

(Credit card expiration date) **Thank you for your order!**

(Signature)

**Mail To:** Superintendent of Documents, Government Printing Office,  
Washington, DC 20402-9371

**Charge  
your  
order.  
It's  
easy!**



To fax your  
orders and  
inquiries—  
(202) 275-0019



2921 E 3705 6654 0459 E



UNIVERSITY OF TORONTO

FLARE



31262045993785

FLARE